

Finance, Administration & Remuneration Committee

Committee members: Councillors J. Archer, E. Fish, I. Gordon & M. Miller-Hall

You are summoned to attend the following meeting;

To be held on the Wednesday, 15 November 2023 at 19:30

This meeting will be held at Kings Worthy Community Centre, Fraser Road

Whilst **not** mandatory, to help prevent the spread of COVID-19 and protect those attending, all attendees are recommended to adhere to following precautions:

- If you are clinically extremely vulnerable, we advise that you minimise contact and avoid attending meetings unless absolutely necessary.
- If you are presenting symptoms of COVID-19 then please do not attend the meeting.

Members of the public are also welcome to provide written representations to the Council.

Whilst we taken steps to reduce the spread of COVID-19, please note that you attend the meeting at your own risk.

Please contact the Clerk if you have any enquires regarding this meeting.

Chair of the meeting: Ian Gordon

Clerk of the meeting: Christopher Read

Agenda

1. Apologies for Absence
2. Public Question Time [Please note that this is the only time that the public are able to speak and is limited to 5 minutes per subject]
3. Impact of COVID-19 (including meeting recommendations)
4. To agree and sign the Minutes of the Meeting held on 18 October 2023
5. Matters arising from the meeting held on 18 October 2023
6. Proposed new expenditure for Finance approval
 - Planning & Highways
 - Finance, Administration & Remuneration
 - Recreation & Amenities
 - Communications
 - Grants
7. To receive the statement of accounts and management reports for period ended 31 October 2023
8. To review the draft Forecast Outturn (2023/24) and budget (2024/25)

9. To authorise the payment listing
10. Internal audit provision
11. Parish Council play areas –
 - Fire at Fraser Road play area – update including temporary fencing and quotations
 - Eversley Park play area tender – update including tower installation
12. Potential additional community use for Kings Worthy Community Centre
13. Remuneration & staffing
 - Staff remuneration – potential additional benefits
 - Annual appraisals
 - Annual cost of living salary increase
14. Tubbs Hall – landlord’s responsibilities
 - Update on the fire doors at the entrance to Tubbs Hall
 - Potential replacement automatic door closer
 - Proposed new sub-lease - update
15. Potential change to accounting software
16. Potential alternative email provider
17. Legal issues
18. Items for inclusion in council communications
19. Responsible Finance Officer / Clerk’s Notices
20. Chairman’s Notices
21. Date of the December meeting
22. Items for discussion at the next meeting to be agreed.